



CALIFORNIA DEPARTMENT OF  
HEALTH CARE SERVICES

## Nurse Evaluator IV

**Exam Code: 3HA10**

**Departments:** Department of Health Care Services and the Department of Managed Health Care

**Exam Type:** Open

**Final Filing Date:** April 26, 2023

### CLASSIFICATION DETAILS

**Enter Class Title –** \$7,297.00 - \$9,746.00

View the [Nurse Evaluator IV Class Specification](#)

### APPLICATION INSTRUCTIONS

**Final Filing Date:** April 26, 2023

**Who Should Apply:** Applicants who meet the minimum qualifications as stated on this bulletin may apply for and take this examination.

**How to Apply:** Candidates are required to submit the following two items by the final filing date:

1. **Examination/Employment Application (STD 678)**
2. **Training and Experience Evaluation**

The STD 678 must be completed and submitted via one of the methods indicated below. Additionally, the Training and Evaluation must be completed and

**submitted separately through SurveyMonkey using the link under, “Taking the Examination” below.**

To learn more about the job and testing arrangements, contact the testing office shown below. Completed applications must be received or postmarked by the final filing date. Dates printed on envelopes by mobile barcodes or equivalent mobile print technology are not acceptable proof of the date the application and any other required documents or materials were filed. Applications are available at <https://jobs.ca.gov/pdf/STD678.pdf> and may be filed in person or by mail as instructed below.

You may apply by mail to:

DEPARTMENT OF HEALTH CARE SERVICES  
Human Resources Division  
Selection Section  
P.O. Box 997411, MS 1300  
Sacramento, CA 95899-7411

You may apply in person at:

DEPARTMENT OF HEALTH CARE SERVICES  
Human Resources Division  
Selection Section  
1501 Capitol Avenue, Suite 71.1501  
Sacramento, CA 95814

Phone Number: (916) 345-7205

## **MINIMUM QUALIFICATIONS**

It is your responsibility to make sure you meet the education and/or experience requirements stated on this bulletin, by the final filing date. Your signature on your application indicates that you have read, understood, and possess the basic qualifications required. Part-time or full-time jobs, regardless of whether paid or volunteer positions, and inside or outside California state service will count toward experience.

**NOTE:** Applications/resumes **MUST** include “to” and “from” dates (month/day/year), time base, civil service class title(s), and range (if applicable). Applications/resumes received without this information will be rejected.

Qualifying experience may be combined on a proportionate basis if the following requirements include more than one pattern and are distinguished as either I, II, or II, etc.

Possession of a valid license to practice as a professional registered nurse in California.

**And**

**Either I**

One year of experience performing the duties of a Nurse Evaluator III, Health Services, or two years of experience performing the duties of a Nurse Evaluator II, Health Services.

**Or II**

Five years of professional nursing experience in an institution licensed for inpatient care, two years of which must have been at the supervising level. (Possession of a master's degree may be substituted for one year of the required experience.)

**NOTE:** Applicants using education to meet the minimum requirements must provide a copy of their degree or transcripts.

## **POSITION DESCRIPTION**

The Nurse Evaluator IV, Health Services, is responsible for the overall scheduling and management of onsite reviews in an assigned area; is responsible for training and direct supervision of a large staff comprised of Nurse Evaluators, Health Services and Medical Consultants; plans, evaluates, and provides continuity of criteria used for recommendations of levels of care by staff; works with administration in evaluation and implementations of procedures in accordance with regulations; works with other disciplines and departments in follow-up of reports and recommendations of the medical review personnel and onsite nurses; supervises, evaluates, and reports statistics on staff production; teaches, plans, directs, coordinates and evaluates personnel.

Positions exist with **multi-departmental**.

## **EXAMINATION INFORMATION**

This examination consists of the following component(s):

**Training and Experience Evaluation** – Weighted 100% of the final score.

No written test is required, and no interview will be conducted.

The examination is designed to elicit specific information regarding each candidate's training and experience relative to the testing classification. Responses to the examination will be assessed based on pre-determined rating criteria. In appraising the relative qualifications of candidates, consideration will be given to the extent and type of

pertinent training and experience over and above that which is required under “Minimum Qualifications.”

The Department of Health Care Services reserves the right to revise the examination plan to better meet the needs of the service if circumstances under which this examination plan changed. Such a revision will be in accordance with civil service law and rules, and all competitors will be notified.

**Special Testing Arrangements:** If you require assistance or alternative testing arrangements due to a disability, please contact the testing department listed in the Contact Information section of this bulletin.

## **TAKING THE EXAMINATION**

Take the [Nurse Evaluator IV Examination](#)

Note: Candidates must also submit an application following the instructions under “Application Instructions,” on the first page.

## **EXAMINATION SCOPE**

Ratings will be determined based on the depth and breadth of professional education and experience beyond what is minimally required. Emphasis will be placed on measuring, relative to job demands, each competitor’s:

### **Knowledge of:**

1. Professional nursing principles and techniques
2. Medical terminology, hospital routine and equipment
3. Medicines and narcotics
4. Personnel management
5. Analytical evaluation of procedure
6. Training and teaching techniques and techniques of effective supervisions
7. Department’s Equal Employment Opportunity objectives
8. A manager’s role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunity objectives

### **Ability to:**

1. Observe and record symptoms and patient behavior
2. Document records and prepare reports
3. Make independent recommendation on required levels of care for patients
4. Follow regulations and outlines procedures
5. Maintain good public relations with patients and providers of service
6. Work cooperatively with other team members

7. Plan, organize, train, and supervise the work of others
8. Effectively contribute to the Department's equal employment opportunity objectives

**Special Personal Characteristics:**

1. Must possess aptitude for the willingness to work as a team member
2. Emotional stability
3. Sensitivity to patient's needs
4. Patience
5. Tact
6. Alertness
7. Keenness of observation

## **GENERAL QUALIFICATIONS**

Applicants must possess essential personal qualifications including integrity, initiative, dependability, good judgement, the ability to work cooperatively with others, and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required.

## **ELIGIBLE LIST INFORMATION**

Possession of the entrance requirements does not assure a place on the eligible list. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained. A multi-departmental open list will be established for use by the department(s) listed on this announcement. The list will expire **12** months after it is established unless the needs of the service and conditions of the list warrant a change in this period.

Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first.

Veterans' Preference will be granted for this examination. In accordance with Government Codes 18973.1 and 18973.5, whenever any veteran, or widow or widower of a veteran achieves a passing score on an open examination, he or she shall be ranked in the top rank of the resulting eligible list.

Veteran status is verified by the California Department of Human Resources (CalHR). Information on this program and [the Veterans' Preference Application](#) (STD. Form 1093) is available online. Additional information on veteran benefits is available at the Department of Veterans Affairs.

## **TESTING DEPARTMENT**

Department of Health Care Services

## **CONTACT INFORMATION**

If you have any questions concerning this examination bulletin, please contact:

Department of Health Care Services

Attn: Selection Section

1501 Capitol Avenue, Suite 71.1501

Sacramento, CA 95814

Phone: (916) 345 - 7205

California Relay Service: 1-800-735-2929 (TTY), 1-800-735-2922 (Voice)

TTY is a Telecommunications Device for the Deaf and is reachable only from phones equipped with a TTY Device.

## **EQUAL OPPORTUNITY EMPLOYER**

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right of family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding, and related medical conditions), and sexual orientation.

## **DIVERSITY, EQUITY, AND INCLUSION**

DHCS is committed to addressing disparities within our organization and in our communities through efforts toward greater diversity, equity, and inclusion. This is accomplished, in part, by a commitment toward employing a diverse workforce, which reflects the many communities we serve, and by promoting and enforcing equal employment opportunity.

## **DRUG-FREE STATEMENT**

It is an objective of the State of California to achieve a drug-free state workplace. Any applicant for state employment will be expected to behave in accordance with this objective, because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.